

**Village of Lovington
Special Board Meeting
January 27, 2014
6:30 p.m.**

Call to order: President Jim Minor called the meeting to order at 6:30 p.m.

Pledge of Allegiance: President Minor led the Pledge of Allegiance.

Roll Call found the following trustees to be present: Doug Smith, Roger Walker, Pam Anklam, Jim McMahan and Barry Morgan. President Jim Minor and Clerk Alma Fair were also present. Dennis Garmon arrived at 6:35 pm.

Guests present were: none

New Business

Hiring Committee recommendations:

1. Discussion and action on hiring full time person for Building & Grounds

Walker reported that they met January 17th and had 11 or 12 applications. They got them down to four, the committee then had the four come in on Saturday January 18th for an interview. The committee decided to go with two people to hire. Everyone knew Scott Connelly but was also very impressed with two of the other applicants. They decided to go with Scott Connelly with a six (6) month probation period.

A **Motion** was made by Walker and seconded by Smith to accept the recommendation of the Hiring Committee to hire Scott Connelly full time for Building & Grounds at an hourly rate of \$12.00 per hour with a probationary period of six (6) months.

YEA: Garmon, McMahan, Morgan, Smith, Walker, Anklam

1. Discussion and action on hiring full time person for Streets & Alleys

Smith reported that Roland Birt has a CDL license and can work on the backhoe and can do almost anything with the equipment. He currently is working for his father part time.

A **Motion** was made by Smith and seconded by McMahan to accept the recommendation of the Hiring Committee to hire Roland Birt full time for Streets & Alleys at an hourly rate of \$12.00 per hour to be reviewed in 6 months.

YEA: Anklam, Garmon, McMahan, Smith, Walker

Abstain: Morgan

Discussion as to when Birt can start working; he will be called tonight and see if he can start next Monday, February 3rd. There was discussion of drug testing of the newly hire. Since Connelly is being promoted to full time - we need for him to be tested as well as Birt.

All applicants were told that the job description is vague; that they might be asked to help with all areas in the Village. Garmon asked if they thought that about making Jeremy Doggett the lead person over the other two workers. He would direct the workers as to what needs to be done. Anklam stated if there wasn't a pay raise then she is okay with it. Morgan stated that he is the Superintendent of Public Works as listed in our Ordinance 11-2-2, which states that he is to oversee all operations and employees of the Village except police officers; as well as other duties listed in the Ordinance 11-2-2.

Also discussed was the need for employees to use the time clock to check in no earlier than 6:55 am and check out at noon – back in after noon and out in the evening. Only write their time in if the electricity is off. If they write in their time the mayor or trustee in charge of them has to approve their time card before being paid. The billing clerk is the only one that doesn't need to use the time clock since she doesn't start her day where the time clock is located. Anklam will talk to the police department regarding this.

Walker, Smith and McMahan will meet with Connelly, Birt and Doggett to go over their job duties on Monday morning, February 3rd at 7:00 am.

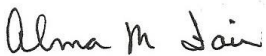
Adjournment

A **Motion** was made by Morgan and seconded by Anklam to adjourn at 7:13 p.m.

YEA: Garmon, McMahan, Morgan, Smith, Walker

Absent: Anklam

MOTION CARRIED.



Alma M. Fair, Village Clerk

February 10, 2014
Date Approved